



FOR IMMEDIATE RELEASE  
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## **SUSPICIOUS MAIL HANDLING GUIDELINES ANNOUNCED**

Waukesha – In response to increased questions from citizens and businesses on what to do with suspicious mail, the Waukesha County Office of Emergency Management is communicating mail handling guidelines received from the U.S. Postal Service, law enforcement, and public health authorities.

“The safety and well-being of all Waukesha County residents and workers is the highest priority,” said Waukesha County Emergency Management Coordinator Jim Malueg. “While the chance of a bioterrorist attack here is not likely, we need to make sure we are cautious when dealing with suspicious and questionable packages.”

Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include parcels and letters that may:

- Be unexpected or from someone unfamiliar to you.
- Be addressed to someone no longer at your address.
- Be a return address or one that can't be verified as legitimate.
- Be of unusual weight given its size or be lopsided.
- Be marked with restrictive endorsements such as “Personal” or “Confidential.”
- Exhibit protruding wires, strange odors or stains.
- Exhibit a city or state in the postmark that doesn't match the return address.
- Excessive postage
- Excessive security materials such as masking tape, string, etc.

What you should do if you've received a suspicious letter or parcel in the mail:

- Do not open or handle the parcel or letter if it is suspicious.
- Isolate the parcel or letter. Secure the item in a double zip-locked bag and place in a secure container.
- Wash your hands with soap and water.
- Contact your local police or fire department to report that you've received a parcel or letter in the mail that may be suspicious.